

Services Offered (Continued)

Mail and Telephone Messages:

Outgoing mail is picked up at the Front Desk daily at 8:15 a.m. Incoming mail is received at the Front Desk Monday-Saturday at 12:00 noon. All mail is expedited by our own Post Office Branch.

To keep conference interruption at a minimum, routine telephone messages are held at the Front Desk and each conferee should check with the Front Desk during the day and evening. Emergency messages will be delivered to the conference rooms or sleeping rooms.

Social Activities:

Arrangements can be made for special private social hours for your group, in the Airlie Lodge, Garden Room or other suitable locations.

The Stable Tavern is open daily from 5:30 p.m. to 11:30 p.m.

Sandwiches, beer, wine, and cocktails are available at the bar on a cash basis.

Photographic Services:

Staff photographers are available to photograph your conference in either candid or group shots.

Black and White Photographs

5" x 7" — \$2.00

8" x 10" — \$4.00

11" x 14" — double weight
mat finish: \$12.00

In addition to the individual picture charge there is a service charge for the photographer of \$12.00 per hour with a \$12.00 minimum.

All service charges are subject to change without notice.

Motion picture filming with or without sound can be arranged through Airlie Productions. These arrangements should be made well in advance of your conference dates. For further details call or write Airlie House.

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FOR YOUR INFORMATION

Meals are served in the Airlie Room on the following schedule, or as otherwise arranged for in your conference program:

Breakfast: 8:00 A.M.

Luncheon: 12:30 P.M.

Dinner: 6:30 P.M.

Guests are requested to wear jackets to the evening meal.

Country Store — Open Mon. - Fri. 8:30 A.M. - 5:00 P.M.

Laundry — List forms are in each dresser-desk. Laundry left at Airlie House front desk, by 8:00 A.M., will be returned within 24 hours.

Public Telephones — Stations are located in Airlie House: Lounge and Lobby, Carriage House, Lodge and Silo House.

Church Services — Churches of all faiths are in nearby Warrenton. Contact Front Desk for schedule of services and transportation.

"FOR YOUR LEISURE TIME" AIRLIE OFFERS

The following recreational facilities:

Skeet shooting	\$15.00/rd
Steam room	2.50/hr
Sauna	2.50/hr
Shuffleboard	2.00/hr
Tennis racquet	2.50/hr
Fishing pole & lure	2.00/hr
Bicycling	2.00/hr
Football	2.00/hr
Softball & bat	2.00/hr
Badminton	2.00/hr
Volleyball	2.00/hr
Horseshoes	2.00/hr
Extra towels	.50 ea.

First hour rental payable in advance.

Swimming, Fishing (with own equipment) & Hiking — No Charge.

Golf available at nearby Golf Course.

For reservations and information check with the clerk at Airlie House (extension 30).

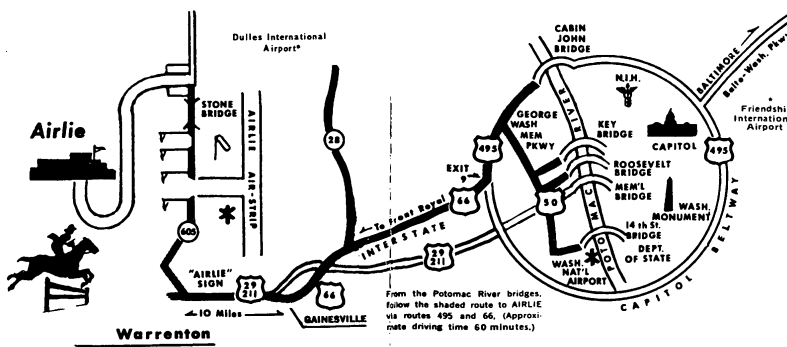
"ENJOY YOURSELF"

1984 AIRLIE HOUSE CONFERENCE DIRECTOR'S GUIDE AND DIRECTORY OF SERVICES



This folder is designed to assist you in the planning of your conference at Airlie, and as a reference guide to the services available at Airlie. As you know, the success of your conference depends a great deal on details which you must arrange well in advance of the actual meeting dates. The staff of Airlie House is here to serve and assist you in your planning.

Details concerning the rate schedule, confirmed reservation policy, and services offered are detailed in this folder. About two weeks prior to the conference date, we need to have your listing of conference participants and a copy of your scheduled agenda to facilitate our scheduling the use of Airlie facilities and arrangements to serve you.



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Rate Schedule (Effective January 1, 1984)

The Airlie Foundation is a non-profit corporation. To help defray operating expenses the following American Plan charges are in effect as of January 1, 1984. Double Occupancy: \$54.00 per person per day. Single Occupancy: \$64.00 per person per day.

There are a limited number of small suites available, each with an extension telephone. Single occupancy is \$72.00 per day, double occupancy is \$62.00 per person per day.

These charges include lodging, three meals, morning and afternoon coffee breaks, and use of the conference facilities.

Day Guest: \$11.00 with lunch, \$25.00 with lunch and dinner including conference facilities charge and coffee breaks.

One Day Conference including lunch, coffee breaks and conference facilities: \$11.00 per person.

All charges are subject to Virginia sales tax where applicable.

The guest day is the customary 24-hour period, beginning and ending at 2:00 p.m.

All guests must check out and settle bill in full at the Front Desk.

Confirmed Reservation and Payment of Charges

A confirmed reservation is required to reserve space for your conference. This may be a letter signed by an individual with authority to commit the organization or activity sponsoring the conference. For organizations which issue purchase orders or contracts to procure conference services, the order number should be furnished with the confirmation.

Conference charges are due and payable at the completion of the conference. Conference charges may be billed to the sponsoring organization or activity against an order or reservation letter. Charges to be paid by individual conferees may be made by cash, personal check, traveler's check or bank draft. We do not accept major credit cards for conference or personal charges. When an account has run over 30 days, there will be a "Service Charge" of 2% per month (which is an annual percentage rate of 24%) on the unpaid balance which will be added automatically to our monthly statements. We reserve the right whether or not to continue charging to any account not paid in 90 days.

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Service Charges for Reduced Attendance and Cancellation or Change of Date

Reduced Attendance:

Groups are allowed a 10% variation below the confirmed number of conference participants. Any changes in the number of participants must be made 90 days prior to the start of the conference. Should attendance fall more than 10% below the confirmed total, a charge of \$20.00 per night (to cover a portion of the facility and room charges) will be levied for each person under the 10% allowance.

Cancellation or Change of Date

Service Charges:

Cancellation or change of date requested more than 90 days prior to confirmed date will not be subject to any service charge.

Cancellation or change of date 60 days to 90 days prior to confirmed date: Service charge will be 25% of total or \$250.00 per night, whichever is less.

Cancellation or change of date 30 days to 60 days prior to confirmed date: Service charge will be 50% of total or \$500.00 per night, whichever is less.

Cancellation or change of date less than 30 days prior to confirmed date: Service charge will be 75% of total or \$750.00 per night, whichever is less.

We will make every effort to fill the dates of cancellations or changes of date. If the dates are filled with groups comparable in size and length of stay, we will waive all assessments except that of a \$100.00 administrative service charge.

To avoid early departure charges, any alteration of scheduled group or individual departure time must be reported to the Airlie desk at least 12 hours in advance of actual time of departure.

Unfortunately, there are no accommodations for children at Airlie. Teenagers (age 16 or over) can be accommodated at regular rates if prior arrangements are made with Airlie House management.

Services Offered

Transportation:

There are several possible methods for transportation from Washington, D.C. and local airports to Airlie House.

Airport Limo, Inc. offers limo and bus service to and from Washington National Airport and Dulles Airport. You can make arrangements direct with Airport Limo, Inc., or we can make the arrangements for you and include the transportation charges in your conference billing plus a 10% service charge. Travel time to and from National Airport is 45 minutes to one hour. Travel time to and from Dulles Airport is 30 to 40 minutes. The charge per vehicle is:

National to or from Airlie

3 passenger limo — \$ 60.00
11 passenger limo — \$ 78.00
40 passenger bus — \$110.00

Dulles to or from Airlie

3 passenger limo — \$ 52.00
11 passenger limo — \$ 72.00
40 passenger bus — \$110.00

Airport Limo, Inc. operates only to and from the airports. The Airlie Staff can arrange for bus pick-up of large groups to or from Airlie and Metropolitan Washington area addresses other than the airport.

Scheduled Trailways buses operate between downtown Washington and Warrenton several times throughout the day. The charge is \$6.90 one way. On arrival in Warrenton, individuals may contact the Airlie Desk at 347-1300 for transportation to Airlie.

A sketch on reverse side of this folder shows a map for guests arriving by private car.

(All of the above transportation tariffs are subject to change without notice.)

Services Offered (Continued)

Audio-Visual Services:

Tape recording can be furnished for a charge of \$20.00 per hour. This includes the recorder, tape and the operator.

Equipment available for rental:

	Daily Charge
16mm motion picture	\$20.00
35mm carousel slide projector	\$20.00
Overhead projector	\$20.00
Tape recorder	\$20.00
3 1/4" x 4 1/4"	
Lantern slide projector	\$20.00
Electric Pointer	\$15.00
The charge for an operator is \$7.50 per hour.	

Conference Supplies:

Typed name badges	\$.25 each
Individual name cards	
for Conference Table	.50 each
Pencils	3.00 per dozen
5" x 8" white note pads	7.50 per dozen
Copy Reproduction	
up to 1,000 copies	.20 per copy
1,000 to 2,000 copies	
for total quantity	.15 per copy
2,000 and up - for total quantity	.12 per copy

Simultaneous translation, stenotypists and other services can be coordinated and arranged by the Airlie Staff. You will be billed for the cost of the functions involved plus a 10% administrative service charge.

Private Dining Room:

When the schedule permits special arrangements can be made for private dining. The service charge is \$1.00 per person per meal, buffet style.

Special arrangements can also be made for private, served, seated banquets and steak cookouts. The additional charge is \$2.50 per person for a seated banquet and \$1.50 per person for a steak cookout at the Airlie Lodge (weather permitting).

The normal minimum number for all three of the above is 30 persons.

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